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PERSONNEL

**SQUADRON OFFICER SCHOOL (SOS)
SELECTION PROCEDURES**

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This is the initial publication of this instruction. This instruction implements AFD 36-23, *Military Education*, and prescribes the procedures for selecting eligible officers for attendance at SOS. This instruction is consistent with guidance provided in AFI 36-2301, *Professional Military Education*. It applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, Malmstrom Air Force Base. Records created as a result of processes prescribed by this instruction are maintained in accordance with AFMAN37-123, *Management of Records* and disposed of as indicated in the Records Disposition Schedule available in WebRIMS.

1. General. Completion of Squadron Officer School will provide for the professional development of company grade officers so they can better understand their professional duties and the Air Force mission.

2. Eligibility. Eligibility criteria are listed in AFI 36-2301. All eligible officers will be considered for attendance at SOS. Commanders considering the nomination of any officer whose period of commissioned service falls outside the window of eligibility should first contact the Education and Training Flight Formal Training Element for further guidance.

3. Nomination Procedures.

3.1. The Education and Training Flight Formal Training Element (341 MSS/DPHT) will provide an eligibility listing to the wing executive office (341 SW/CCE) for review prior to the selection cycle.

3.2. The vice wing commander (341 SW/CV) will provide guidance to all group commanders regarding the submission and selection process.

3.3. Each group is responsible for assembly of all nomination packages for delivery to 341 MSS/DPHT.

3.4. Following the SOS board, the formal training element (341 MSS/DPHT) will forward the final nominee listing to 341 SW/CCE.

3.5. 341 SW/CCE will forward names of all officers selected to attend SOS, and dates of attendance, to 341 MSS/DPHT.

4. Appointment of Selection Board.

4.1. The selection board will consist of the vice wing commander (341 SW/CV), all group commanders, and the wing Inspector General. The 341 SW/CV will serve as president of the board. Separate group boards may be authorized at the discretion of the 341 SW/CC or CV based upon the number of eligibles in the group.

4.2. The board will select primary attendees for each class, and will select and prioritize a sufficient number of alternates (approximately 50 percent of the quota).

5. Frequency. The SOS selection board will convene promptly upon receipt of selection-cycle SOS quotas from AFSPC. Board should convene no later than 45 days prior to the beginning of the first class of the selection cycle.

6. Selection Procedures. Selections will be made using available information from personnel records and the SOS brief. Officer performance reports, awards and decorations, and education data will be reviewed and the whole-person concept used in the rating process. The selection board will establish specific rating procedures. Individual officers being considered will not be permitted to personally address the board. Consideration may be given to the most senior nominees.

7. Final Selection Actions.

7.1. The board president and all members of the board will approve final selection and class designations.

7.2. 341 MSS/DPHT will establish contact with each selectee's unit training manager in order to distribute the training allocation briefs. Upon receipt of the completed brief, TDY orders will be published.

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Commander